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DD/S 70-2976

22 JUL 1970

MEMORANDUM FOR: Executive Director-Comptroller

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Recommendation No. 13

That DDS arrange for a thorough study of OCS space needs and, upon completion, take whatever action possible to satisfy the needs.

Action or Comment

The Office of Logistics has re-examined the OCS space situation in an effort to identify significant deficiencies and to suggest possible solutions. This review agrees with the Inspector General's findings that OCS requires additional office space; however, there is at the present time no unoccupied space available in the Headquarters building which can be used to alleviate the OCS problem.

During the period FY 1968 - FY 1969 the office space assigned to OCS was increased and reconfigured according to OCS requirements. Shortcomings noted in the Inspector General's report relating to configuration of partitioning resulted from a compromise with the Director of Computer Services to allow for proper air circulation within the office area. Further modifications to the partitions in order to provide complete privacy would require extensive modifications to the air-circulation system.

On the issue of a "more pleasant working environment", the OCS area was redecorated during the period FY 1968 - FY 1969. The current review by Office of Logistics personnel did not reflect any serious deterioration in the earlier redecoration. However, this matter will be brought to the attention of [REDACTED] consultant on environmental improvements for his personal recommendations.

Another issue mentioned in the Inspector General's report concerns raising the 82 square feet ratio of space-per-person average in OCS to meet the Headquarters average of 116 square feet. We recognize this issue but see

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no short-range solution for increasing the space-per-person ratio within OCS. The solution of OCS space needs must be addressed to new requirements as well as current deficiencies. The Acting Director of Computer Services has provided to the Office of Logistics a copy of a memorandum on office space submitted to the DD/S&T on 11 June 1970 in which he identifies OCS requirements for an increase of 9,000 square feet of space in FY 1971 - FY 1972. Thus, it is evident that an extensive joint space study, considering the practical space limitations in light of OCS requirements, is now required. Minimum time to conduct this study is about sixty days. This study will, of necessity, examine OCS requirements in relation to over-all Directorate of Science and Technology space utilization.

As a potential solution, it may be possible, although expensive, to relocate the general purpose computer equipment, and staff personnel and programmers associated with the equipment, to an external Agency location. Such a relocation, in addition to the expense involved, would require extensive planning and possibly authority for additional space acquisition. In view of the Director's policy on space acquisition, it is more realistic to attempt to find space within that already assigned to the Directorate of Science and Technology. Possible reductions in space requirements for the Office of Special Activities, DD/S&T, in the [REDACTED] area might fill this requirement. These alternatives will be explored in the study which, subject to your approval and with the agreement and assistance of DD/S&T, we would propose to initiate immediately."

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